

Office Symbol:_____

Date:_____

MEMORANDUM FOR Commander, CONUS Replacement Center

SUBJECT: Training Certification For Rank:_____ Name:_____

SSN:_____.

1. I certify that the subject individual has (YES block initials) or has not (NO block initials) completed training on the following 15 requirements within the past 12 months. I have initialed either YES or NO for each requirement.

REQUIREMENT		CDR'S INITIALS	
		YES	NO
1	Anti-Terrorism/Force Protection Level 1(Certificate Attached)		
2	SAEDA		
3	Equal Opportunity/Prevention Of Sexual Harassment		
4	Cultural Awareness (Country Brief for this Individual's Destination)		
5	Combat Stress/Suicide Prevention		
6	HQDA Fraternization Policy		
7	Army Values		
8	Collect and Report Intelligence Information		
9	Hot Weather Injury Prevention		
10a	UCMJ (taught by an SJA)	Understand Military Justice	
10b	Law Of Land Warfare/Geneva Convention		
10c	General Orders		
11a	Personnel Recovery (PR) Briefing	Individual Must: Watch Six Hostage Videos, Complete PR Briefing and COC OR Complete SERE 100	
11b	Code Of Conduct (COC)		
11c	Hostage Introduction Video		
11d	Hostage Survival Policy Video		
11e	Hostage Communication Video		
11f	Hostage Resistance To Exploitation Video		
11g	Hostage Effecting Release Video		
11h	Level B Hostage Summary Video		
11	SERE 100 Course(Certificate Attached)		

2. The point of contact for this action is:_____

Phone Number:_____ E-mail:_____

Signature:_____

O-6 Printed Name:_____
COMMANDER

UNIT:_____

PRE-CERTIFICATION MEMORANDUM COMPLETION INSTRUCTIONS

1. The attached format is the only authorized format for this memorandum. Do not alter it in any way or retype into word processing format.
2. Complete all blanks on the document.
3. O-6 (or higher) Commander will initial the YES or NO block for each line. Leave no line un-initialed.
4. Training Certificates are required to be attached for Anti-Terrorism/Force Protection Level 1 and SERE 100 (if completed). Copies of the certificates are attached.
 - a. Anti-Terrorism/Force Protection Level 1 certificate can be earned online at <https://atlevel1.dtic.mil/at/>
 - b. SERE Level B is available at <https://www.hqda-aoc.army.pentagon.mil/>, at AOC page click "log in", click Army personnel recovery Website, click on Products, click SERE Level B Code of Conduct, finish and print the course completed successfully Certificate and have both signatures affixed.
6. Cultural Awareness/Country Briefs can be obtained from the CIA World Fact book found at <http://www.odci.gov/cia/publications/factbook/>
7. POC for Personnel Recovery and SERE is bryan.bessette@hqda-aoc.army.pentagon.mil.
8. Questions regarding the pre-certification memorandum query
hqdag1operations@hqda.army.mil